

**James Prendergast Library Association
Board of Trustees
Minutes of the Meeting Held on December 19, 2019**

1. President, Joni Blackman called to order the Board of Trustees Meeting at 5:19PM.
Present: Kris Denslow, Maggie Scorse, Lori Fabritius, Mike Corey, Micki McCray, and Rob Hewitt
Absent: Frank Corapi, Dan Hickman, Ned Lindstrom and Lynn Warner
Staff present: Tina Scott, and Janet Mescall
2. Public Comment – 3 in attendance, no comments
3. Consent Agenda – A motion was made (Mike Corey/Lori Fabritius), passed and carried to accept the agenda as listed and to approve the minutes of the previous meeting.
4. Audit presentation – Bahgat-Laurito & Bahgat

Luanne Bahgat presented the completed, clean 2018 annual audit. There were no exception issues found. A few minor suggestions were made and will be implemented immediately.
5. Treasurer’s Report -

Tina Scott (ED) presented the financials for November. She stated all areas where within expected ranges and noted that the yearend fundraising letter was sent out the week of Thanksgiving. A motion was made (Maggie Scorse/Rob Hewitt), passed and carried to accept and file said report.
6. Fundraising Report –
 - a) Year to date results –
As of 11/30/19 we were at 80% of our goal (\$59,893). ED Tina Scott was confident that we should reach our target (\$75,000) – see note above regarding year end letter appeal.
7. Director’s Report –

Tina Scott (ED) noted that the report had been sent to all Board members prior to the meeting and asked if there were any questions (there were none). Highlights included: ED Tina Scott announced her plans for retirement as of 2/21/20; Jenn Champ began work as a full time Library Associate III on 12/16/19; Tina Scott and Annie Greene attended a 3 day NYLA Conference in Saratoga Springs, NY; 2 community events were held (local children’s book author Ashleigh Calimeri’s release party and Preceptor Alpha Upsilon (BEO Sorority) hosted a multicultural nativity exhibit) which brought in over 150 visitors; The Lenna Foundation awarded the Library a \$50,000 grant to be used for operating funds in 2020; there were 117 programs held in the month of November with 1073 in attendance and volunteer hours were 31.75 for the month.
8. Election of Trustees –

The following slate was presented by Maggie Scorse –

President:	Joni Blackman
Vice President:	Lynn Warner
Treasurer:	Michael A. Corey
Secretary:	Micki McCray
Assistant Secretary-Treasurer:	Lori Fabritius

A motion was made (Rob Hewitt/Kris Denslow), passed and carried to accept the slate as presented.

9. Executive Session –

A motion was made (Rob Hewitt/Mike Corey), passed and carried to enter into Executive Session at 5:45pm to discuss a personnel issue.

A motion was made (Maggie Scorse/Rob Hewitt), passed and carried to exit Executive Session at 5:49pm.

10. New Business –

a) Personnel Plan –

A motion was made (Mike Corey/Kris Denslow), passed and carried to promote Annie Greene to the position of Executive Director of James Prendergast Library Association, assuming duties as of 2/22/20, with a salary of \$75,000.

b) Revised 2020 Budget –

A motion was made (Maggie Scorse/Mike Corey), passed and carried to accept the 2020 revised budget as presented by ED Tina Scott.

c) Updated Resolution regarding check signers –

A motion was made (Mike Corey/Rob Hewitt), passed and carried to accept the new Resolution exactly as written below.

The James Prendergast Library Association Board of Trustees approve the following: Effective January 1, 2020, only the following people will be allowed to sign checks for JPLA bank accounts at Northwest Bank:

- 1. Joni Blackman – President*
- 2. Lynn Warner – Vice President*
- 3. Michael A Corey – Treasurer*
- 4. Micki (Michelle) McCray – Secretary*
- 5. Tina Scott – Executive Director*
- 6. Janet Mescall – Business Office Manager - only allowed to sign checks from the Special Account*

Resolution Regarding Authorized Signature for Bank Accounts

The James Prendergast Library Association Board of Trustees approves the following:

Effective January 1, 2020, the following people are no longer authorized to sign checks for JPLA bank accounts at Jamestown Savings Bank/Northwest Savings Bank: 1) Kris Denslow

11. Unfinished Business – None

Note: A Holiday Dinner honoring JPLA volunteers and Board members will be held directly following this meeting.

Retiring Board Trustee, Kris Denslow, was presented with a gift honoring her 9 years of service to the Board and JPLA.

12. Next meeting is January 16, 2020 in the Fireplace Room.

A motion was made (Kris Denslow/Maggie Scorse), passed and carried to adjourn the meeting at 6:13pm.

Respectfully Submitted by
Micki McCray
Secretary